

REGULAR MEETING - MONDAY, MARCH 10, 2008
COUNCIL CHAMBERS AT CITY HALL - 500 CASTRO STREET
6:30 P.M.

1. **CALL TO ORDER**

The meeting was called to order at 6:42 p.m. by Bruce Karney.

2. **ROLL CALL**

Task Force Steering Committee Members Present: Yvonne Farrell, Sue Graham, Deb Henigson, Christina Jaworski, Cynthia Kapphahn, Bruce Karney, James Kempf, Aileen La Bouff, Marn Yee Lee, Ignacio Martin-Bragado, Randy Potter and Janis Zinn.

Task Force Steering Committee Members Absent: Steven Bishop

At-Large Members Present: Bruce England, Mark Gilkey, Shirley Ingalls, Mike Kahn, Julie Lovins, Theresa Munoz, Kaj Rekola, and Gary Young.

At-Large Members Absent: Jennifer Anderson, Mike Balma, Curt Carlson, John Carpenter, Cliff Chambers, Anthony Chang, Roberta Chisam, Bidya Choudhury, Nancy Dinsmore, John Eckstein, Esperanza Escudero, Justine Fenwick, Tracy Gibbons, Mike Grall, Katherine Greene, Cliff Greenman, Sasha Grinshpun, Mike Groethe, Tian Harter, Kirsten Hayes, Jane Horton, Twana Karney, James Kempf, Forrest Linebarger, Ignacio Martin-Bragado, Jerri-Ann Meyer, Elizabeth Mezas, Larry Moore, Jerry Montz, Phyllis Michel, William Oliver, Sheela Pai, David Paradise, Kyra Pehrson, Elisa Peters, Scott Peterson, Matt Prieshoff, Court Rye, Kalwant Sandhu, David Saxton, Jeff Segall, Aaron Sklar, Liz Snyder-Liles, Geri Spieler, Dave Troutner, Greg Unangst, Himanshu Verma, and Cheryl Woodward.

General Public Present:

City Staff Present: Steve Attinger, Environmental Sustainability Coordinator.

3. **ORAL COMMUNICATIONS FROM THE PUBLIC**

Bruce England presented a list of suggestions for consideration by the Steering Committee.

4. MINUTES APPROVAL

The minutes from the March 3, 2008 meeting were approved with the following changes. In Section 1.0, the meeting was called to order at 6:34 p.m., not 7:04 p.m. In Section 2.0, Kalwant Sandhu was present for part of the meeting.

5. NEW BUSINESS

5.1 BROWN ACT REQUIREMENTS

Per consultation with the City attorney, Steve Attinger noted that what previously were called “Ad Hoc Committees” should now be called “Working Groups.” He clarified that the Task Force can create (1) an e-mail list for use within a working group, (2) an e-mail list of just the At-Large members, (3) an e-mail list of the entire Task Force, with At-Large members and the public free to read and post to it, but Steering Committee members only able to read it, and (4) a blog, with full read and post permissions for At-Large members and the public, but read-only permissions for Steering Committee members.

5.2 AD HOC COMMITTEE GUIDELINES

The Task Force discussed (1) how to gain input from non-English speaking citizens or people without access to computers, (2) the need for a standardized report template, (3) the need to establish partnerships with other community groups, (4) whether a moderated e-mail list conflicts with Brown Act guidelines, (5) adding a link to the Google e-mail groups from the City web page.

James Kempf agreed to chair the Baseline and Measurements working group, and Julie Lovins indicated that “cross-stitching” among the working groups will be required for the Task Force to be effective.

Motion – M/S Aileen La Bouff/Sue Graham – Approved 11-0-1 abstention. Create one e-mail list per working group, and one e-mail list for all members, with the Steering Committee having read-only access to the all-member e-mail list. Utilize Google Groups to make information transparent and encourage collaboration. Allow full reading and posting access for the public, while maintaining the ability to rescind privileges of members who abuse the group.

Motion – M/S Marn Yee Lee/Aileen La Bouff – Approved 12-0. Create a physical mailing address at the City to encourage input from citizens without computers, pending the City's ability to accommodate this request.

5.3 MASTER SCHEDULE

After discussion among the Task Force, Bruce Karney proposed the following master schedule:

Steering Committee meetings:

April 7 and 28

June 2, 9, 16, and 23

July 7, 14, 21, and 28

August 11

Full Task Force meetings: 3/24, 4/21, 5/19

Working Group meetings: To be determined by each group.

Motion – M/S Bruce Karney/Marn Yee Lee – Approved 12-0. Adopt the master schedule as described.

5.4 AGENDA

With comments from the Members At-Large, the Steering Committee set the agenda for the March 24, 2008 meeting.

6. TASK FORCE STEERING COMMITTEE/STAFF COMMENTS, QUESTIONS AND REPORTS

The Steering Committee set the next full Task Force meeting for March 24, 2008 at 6:30 p.m. in the Council Chambers, City Hall, 500 Castro Street. The meeting is open to the public.

7. ADJOURNMENT

The meeting was adjourned at 8:58 p.m.

PWK

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